

Position Announcement Grants Analyst 2

Who We Are And What We Do:

The Tennessee Department of Labor and Workforce Development is a state agency established to promote workforce development and improve workplace safety and health throughout the state.

Key Competencies

Investigative Skills

Demonstrates the ability to carefully analyze, sort, organize and present information.

Learning on the Fly

Learns quickly when facing new problems; analyzes both successes and failures for clues to improvement.

Customer Focus

Establishes and maintains effective relationships with colleagues and agency customers.

Organizing

Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.

Integrity

Seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner.

The Division of Workforce Services is seeking to fill the position of a Grants Analyst 2 (GA2) to assist in overseeing the governance of the Local Workforce Development Areas (LWDAs).

The position is an executive appointment working under the Grants Program Manager for the Program Integrity unit. The position will mainly be responsible for monitoring the activity for the West, Middle and East TN regions. The position is located in Nashville, Tennessee.

Key Responsibilities

The **Grants Analyst 2 (GA2)** is responsible for assisting the Program Integrity Grants Manager in monitoring and ensuring the compliance of the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

- Reviews and analyzes state and federal reporting documentation to ensure compliance with federal and state regulations and standards.
 - Assists in monitoring and developing reports on findings to include comparison to past performance and compliance.
 - Become expert on TN Grand Region (West, Middle, or East) to develop knowledge base on goals, strategies, and resources to best determine best practices and deficiencies to help improve statewide efforts.
 - Works with state, local and federal stakeholders to develop and evaluate policy, procedures and practices for effectiveness in serving all Tennesseans.
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How to apply:

Please submit resume and cover letter outlining your related experience to Robert Holmes Robert.Holmes@tn.gov by **January 22, 2020**. All email submissions *must* include in the subject line: **Program Integrity GA2**

For Information regarding State of Tennessee benefits please [click here](#).

Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional grants analytic work.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other related acceptable field may be substituted for the required experience.

OR

One year of experience as an Analyst with the State of Tennessee.

Preferred Qualifications:

- Working understanding of the Workforce Innovation & Opportunity Act
- Knowledge and expertise in performing grant analytical work with federal, state and/or local government
- Experience liaising with federal, state and Regional Workforce Boards, American Job Centers, Community Based Organizations, and other state agencies.
- Considerable oral, written communication and organizational skills.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws